

## PUBLIC RECORDS REQUEST



Requestor's Information	
Name	
Full Address	
Telephone	
Fax	
Email Address <i>(optional)</i>	
<b>Description of Request</b> <i>(attach additional documentation if necessary)</i>  <i>(provide project and locus information such as Project Name, Property Address or Assessors Map and Lot numbers)</i>	I am requesting copies of the following documents on file at your office:
<b>Notice</b>	I understand that charges apply for staff research, compilation and copies if necessary. I also understand that no <i>new</i> records will be created by the Planning Board/ Department or Town of Hanover as none are required by the Massachusetts Public Records Law.
Signature of Requesting Party	

Office Use Only		
<b>Date Stamp</b>	Date <b>Request</b> Received:	Date <b>Prepayment</b> Received:
<b>Cost/Fee Required for Providing Records</b> <i>(Prepayment Required. See Fees on Page 2 for more information)</i>	<b>1. <input type="checkbox"/> Copies to be made by outside source</b> \$ _____ <i>(Payment made directly to outside firm and pick-up by requesting party.)</i> <b>2. <input type="checkbox"/> Copies to be made by Planning Board / Department:</b> A. No. of single sided pages @ \$.20 per page: \$ _____ B. No. of double sided pages @ \$.40 per page: \$ _____ C. No. of 11 x 17 pages @ .40 per page: \$ _____ D. Other: \$ _____ E. Other: \$ _____ <b>3. Total charge:</b> \$ _____	

## PUBLIC RECORDS REQUEST INFORMATION

Pursuant to The Massachusetts Public Records Law, (Massachusetts General Laws, {M.G.L.} Chapter 4, § 7 (26), M.G.L. Chapter 66 § 10, and code of Massachusetts Regulations 950 SMR 32), The Hanover Planning Board / Department establishes the following policies regarding access to and inspection of public records maintained by the same.

### A. Accessibility

Any person shall be permitted to examine and/or request copies of any public record maintained by the Planning Department, excluding the following: *(Please refer to M.G.L. Chapter 4, § 7 (26) for a complete listing of exclusions.)*

1. personnel and medical records;
2. any material relating to a named individual, disclosure of which might constitute an unwarranted invasion of privacy;
3. notebooks and other materials prepared by an employee or member of the Planning Board / Department which are personal to him/her and not maintained as part of the Planning Board's / Department's files.

### B. Making the Request

Requests for public records may be oral or written and may be made in person or by mail. An oral request, made in person (not by telephone) is valid under the Public Records Law. However, in order to appeal the custodian's failure to provide copies or access to records, your original request must be in writing. For this reason, it is advisable to put your request in writing. A written request that is clear and concise also helps the custodian to respond to your request in a timely and efficient manner. For this reason we provide this "Public Records Request" form. The request need not indicate specific documents providing the request includes a reasonable description of the desired information. If the desired record does not exist, the Planning Department Office is not obligated to create a record for the requestor. The Custodian of Records, the Planning Board and its staff, is authorized to determine whether or not a requested document is public record. Any person denied access to departmental records may request a determination by contacting the Supervisor of Public Records, Public Records Division, Office of the State Secretary, One Ashburton Place, Room 1719, Boston, MA 02108 (Phone: 617-727-2836).

### C. The Process

All requests for public records will be honored in accordance with the Massachusetts Public Records Law within ten calendar days. However, the Planning Department will not be obligated to provide the requested documents in less than three working days during which time the Planning Board / Department staff will provide an estimate of the cost/fee to provide records in accordance with the original request. This is to assist the requester in determining whether to cancel or limit the extent of the request. Prepayment is required prior to beginning the research, compilation and copying process. Payment must be received within a reasonable amount of time to allow for fulfillment of the request within the above ten days. Failure on the part of the requestor to provide proper payment accordingly may violate Massachusetts Public Records Law. Any denial of access to departmental records will detail the specific legal basis for withholding the requested materials in accordance with the Massachusetts Public Records law.

### D. Fees

The following fees may be charged for complying with a public records request in accordance with the Massachusetts Public Records Law:

1. For search and segregation and/or pulling records and copying by Town Planner: **\$30.59 per hour**
2. For search and segregation and/or pulling records and copying by Planning Board Secretary: **\$15.56 per hour**
3. Per page charge for standard single-sided copies are **\$.25** for 8.5½ x 11 sheets and **\$.50** for 11 x 17 sheets.
4. Per page charge for standard computer record printouts is **\$.25** for 8.5½ x 11 sheets
5. Electronic files and computer records in other formats shall be based on the cost for time and materials necessary.
6. An outside source shall be used for requests for complete files or full-sized plans at the direct expense of the requestor, at the discretion of the Planning Department Staff
7. For examination of records in the Planning Department Office during regular hours, no charge unless additional search and segregation time is required by staff. Staff must be available to assist at the time of examination to ensure proper handling and protection of public records.

All payments must be cash or check only. Checks shall be made out to "Town of Hanover".